

# APPLICATION FOR ACCESS TO INFORMATION

(This form can be completed either in English or Chinese. Please read the notes below before writing.)

## Applicant's Particulars

Name\*Mr/Mrs/Miss \_\_\_\_\_

#HK I/D No. \_\_\_\_\_

Correspondence Address \_\_\_\_\_

\_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

\* Please delete as appropriate  
# Fill in only if personal information is required

## Information Requested

To : Access to Information Officer

\_\_\_\_\_  
(Name of department)

Details of information requested (Please be as specific as possible: it will help us identify clearly what you are looking for. Use a separate sheet if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Notes

1. A charge reflecting the cost of reproducing the records concerned may be levied. The department will advise you in advance of any such charge.
2. You may be asked to provide additional information to help us meet your request. The department may not be able to process your application if you do not provide sufficient information.
3. The information provided will be used for processing your application for access to information. It may be divulged to other departments/agencies for the same purpose.
4. For correction of or access to personal data contained in this application, please contact the Access to Information Officer of the department concerned.